SPECIAL ORDER NO. 20

December 8, 2016

SUBJECT:

TAKING PERSONS INTO CUSTODY - REVISED; JUVENILE ARREST SUPPLEMENTAL REPORT, FORM 05.02.06 - REVISED: ADULT DETENTION LOG, FORM 06.19.00 - REVISED; SECURE JUVENILE DETENTION LOG, FORM 09.05.00 - REVISED; AND, NON-SECURE JUVENILE DETENTION LOG, FORM 09.06.00 -REVISED

PURPOSE:

This Order clarifies procedures regarding juvenile arrests and detentions, by revising Department Manual Section 4/216, Taking Persons into Custody; the Juvenile Arrest Supplemental Report, Form 05.02.06; the Adult Detention Log. Form 06.19.00; the Secure Juvenile Detention Log, Form 09.05.00; and, the Non-Secure Juvenile Detention Log, Form 09.06.00.

PROCEDURE:

- I. TAKING PERSONS INTO CUSTODY – REVISED. Department Manual Section 4/216, Taking Persons into Custody, has been revised. Attached is the revised Manual section with the revisions indicated in italics.
- II. JUVENILE ARREST SUPPLEMENTAL REPORT, FORM 05.02.06 -**REVISED.** The Juvenile Arrest Supplemental Report (JASR), Form 05.02.06, has been revised to assist officers and supervisors in documentation of necessary information

The changes on the JASR include the following:

- A new heading has been added, stating "OFFICER NOTIFICATION: Within one hour of the juvenile being taken into custody, the officer shall take steps to notify the juvenile's parent, guardian, or responsible relative. Any deviation from procedure must be articulated within the Comments section of this report." The Parent, Guardian or Responsible Relative Notified section has been revised to include "Yes/No" checkboxes for attempted and contacted, and fill-in boxes for other needed information, e.g., date, time, phone no., name of person contacted, relationship to juvenile, and officer's serial no.;
- A new heading has been added, stating "OFFICER ADVISEMENT OF JUVENILE PHONE CALLS: Officer shall advise the juvenile of his or her right to place two calls within the first hour and a third call within three hours. Any deviation from procedure must be articulated within the Comments section of this report.";
- A new section has been added, stating "DOCUMENTATION OF JUVENILE'S PHONE CALLS: Any deviation from procedure must be articulated within the Comments section of this report." Yes/No checkboxes have been added to allow officers to document if a juvenile refuses to make his or her allowed phone calls to a responsible adult, attorney, and a third phone call within three hours to a responsible adult or attorney. Fill-in boxes have

- been added for the date, time, phone no., name of person contacted and relationship to juvenile. These boxes will guide officers to accurately record the required information; and,
- In the Gladys R. Admonition section, the words "and form attached" have been added to the end of sentence "Gladys R. Admonition given."
- III. ADULT DETENTION LOG, FORM 06.19.00 REVISED. The Adult Detention Log, Form 06.19.00, has been revised. The section titled "REMARKS" on the Adult Detention Log has been changed to "For each checked shaded box, explain in Comments." In addition, the arrestee's responses to the three mandatory questions have been shaded as "No" for the first question, and "Yes" for the second and third questions.
- IV. SECURE JUVENILE DETENTION LOG, FORM 09.05.00 REVISED. The Secure Juvenile Detention Log, Form 09.05.00, has been revised. The text "Detention Response Explanations" has been changed to "For each checked shaded box, explain in Comments" and has been moved beneath the sentence, "Watch Commander must ask the following questions." In addition, the subject's responses to the three mandatory questions have been shaded as "No" for the first question, and "Yes" for the second and third questions.
- V. NON-SECURE JUVENILE DETENTION LOG, FORM 09.06.00 REVISED. The Non-Secure Juvenile Detention Log, Form 09.06.00, has been revised. The text "Detention Response Explanations" has been changed to "For each checked shaded box, explain in Comments" and has been moved beneath the sentence "Watch Commander must ask the following questions." In addition, the subject's responses to the three mandatory questions have been shaded as "No" for the first question, and "Yes" for the second and third questions.

FORM AVAILABILITY: The revised forms are available in E-Forms on the Department's Local Area Network and are attached for immediate use and duplication. All other versions of these forms shall be marked "obsolete" and placed into the divisional recycling bin.

AMENDMENT: This Order amends Section 4/216 of the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Audit Division, shall review this directive and determine whether an audit or inspection shall be conducted in accordance with Department Manual Section 0/080.30.

CHARLIE BECK Chief of Police

Attachments

DISTRIBUTION "D"

DEPARTMENT MANUAL VOLUME IV

Revised by Special Order No. 20, 2016

216. TAKING PERSONS INTO CUSTODY.

Inspection and Interview. All persons detained or arrested and transported to a Department facility shall be brought before a watch commander for an inspection and interview. At a minimum, the watch commander shall ask the suspect the following three questions:

- Do you understand why you were detained/arrested?
- Are you sick, ill, or injured?
- Do you have any questions or concerns?

The watch commander shall take appropriate action based upon the results of the inspection and responses to these questions. In documenting the detainee or arrestee's responses to the three mandatory questions for each checked shaded box, the supervisor must explain the details of that response in the Comments section of the appropriate detention log.

Exception: In those rare cases when circumstances preclude an inspection and interview by a watch commander (e.g., medical/absentee bookings), the watch commander shall ensure that the suspect is inspected and interviewed by a Department supervisor who did not assist or participate in the person's arrest or detention. The assigned supervisor shall document the inspection and interview in his *or* her Sergeant's Daily Report, Form 15.48.00. Additionally, the watch commander shall document the reason for the exception, including the name and serial number of the supervisor assigned to conduct the inspection and interview, in his *or* her Watch Commander's Daily Report, Form 15.80.00.

Area Station. Any officer, from any command, that arrives at a Community Police Station with a person detained or arrested shall immediately ensure that the person is visually inspected and interviewed by the Watch Commander.

Specialized Divisions. All specialized division arrestees shall be inspected and questioned by one of the 21 Area watch commanders or the Watch Commander, Metropolitan Jail Section, *Custody Services* Division, before being booked.

JUVENILE ARREST S	OPPLEIM	ENTAL RE	FUK	ı (USE	tins sneet	as next	เบาสรเ	page or	Allest K	eport.)	Га	ge	_ '' _	
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SUBJECT'S NAME (LAST, FIRST, M.I.)					D.O.B.			Book	ing No.		CII No.			
PRIOR RECORD. Juvenile Automated	d Index printo	out must be atta	ached.	ΑĽ	DRIS check	ed for m	issing s	status &	CWS fo	r warrants?	YE	3	NO	
Organization	Offic	е	Assig	ned Wo	orker	F	hone l	No.		Active PDJ	No.		enile Co ctive Cou	
On Probation YES NO												\perp		
On Parole YES NO												_		
On DCFS YES NO														
OFFICER NOTIFICATION: Within on responsit		e juvenile bein Any deviation	_		-							_	ian, or	
Parent, Guardian or Attempted Responsible Relative	Contacted	Date		Time	Pho	ne No.			Name		Relations	hip C	for Seria	ıl No.
Notified Y N	Y L N L]												
OFFICER ADVISEMENT OF JUVENI Officer shall advise the juvenile of his articulated within the Comments section	or her right t	to place two ca	alls with	in the fi	irst hour an	d a thire	d call w	rithin th	ree hour	s. Any dev	iation from	proced	lure mus	st be
Phone Calls Advisement		Officer's Name				_	Serial	No.		Date		-	Time	
DOCUMENTATION OF JUVENILE'S	PHONE CA							d withi	n the Co	mments sec	tion of this	героп	1	
Juv. Refusal Y N Responsible Adult (Parent	t/Guardian,	Attempted Y N N	Conta	cted N	Date	Tin	ne	Phon	e No.	Name of F	Person Con	tacted	Relatio	nship
Responsible Relative, or E	Employer)	Y D N D	·	N \square										
Auomey							_							
Y N Srd Phone Call Within 3 ho Responsible Adult or Attor	- 1	YUNU	Y 📙	и										
ADMONITION OF MIRANDA RIGHTS: Fo If no interrogation/waiver is sought, on If interrogation/waiver is sought, it mu Document the juvenile's responses to the 1. 2. Gladys R. Admonition shall be complete.	nly read the Aust be ascert ne admonitio 3.	Admonition. (D ained if the juv- in of Miranda rig 4.	enile unghts:	derstan	If the wa	hts. Rever of ri	ad verl ghts is alk abo	batim p sought, ut what	er Form the follow happene	15.03.00, as wing will be d?	asked: YES	NO	-	
Gladys R. Admonition given and form at IF DETAINED at a probation facility (e.g continue on page two.		os Padrinos, Ba	NO arry J. N	lidorf, et	tc.), indicate	facts th	nat sup	port the	reason f	or detention	. If more s	pace is	needed,	,
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Booking Approved By Det	tention Appro	oved By	D)ivision	of Citeback	/ Date &	Time		Cou	rt Citation N		Photos		nted?
Comments of Investigating Officer/Arrest	ting Officer													
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Location of Interview Dat	te & Time of	Interview			MITS Ad	ult Prese	ent at Ir	nterview	,		R	elations	ship	
Document circumstances that led to the o	detention of t	the juvenile	[-								_
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	TION REQUEST FO RMATION," list:	RMAT.	Check the Type Petition R	lequest box on the fac	e of the Arrest Repor	t. On a Continuation Sh	ieet, Form 15.09.00, titled	"DETECTIVE
•	Subjects' names a And, when applica Charges. (Allegati Subject(s)' stateme Corrections to orig	nd book ble: ions are ents, ind inal rep	cluding response to admonition	are only required if m				
Repo	·		Petition. Collate reports as					
•	Juvenile Law Enforc Arrest Report Face S Investigative Report, Arrest Report contint Gladys "R" Form wh Juvenile Arrest Supp Juvenile Action/S Juvenile Automated Attach Printouts (e.g. Juvenile Court Citatio	ement Name of	Worksheet form 05.01.02 (If multiple, use 13.01.00 (If completed in conju- ages(s) (Including Property Ricable al Report, Form 05.02.06 (an ent Form, Form 03.11.20 rintout (for a dependent and of S, CII, FBI, DMV and LIVESC/	e only one arrestee's function with Arrest Re Report, Form 10.01.00 and reverse side, if use delinquent) AN)	eport) , and Property Rece ed)	ipt, Form 10.10.00 if ap	plicable)	
	ained - Required Fo							
•	Los Angeles County Juvenile Hall Entran	Unified ce Reco erminat	is a 601/602 WIC arrest and Medical Screening Form, Fo ord Form (2 copies) ion (Declaration) (2 copies)			rms are needed:		
occurs •	on Friday, the petit	tion mu	WIC arrest: The petition mu st be faxed on Monday. e entire arrest report and IR t DCFS IDC at (323) 881-1303	o DCFS Intake and D	etention Control Cer	,	•	
								
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LOS ANGELES POLICE DEPARTMENT

ADULT DETENTION LOG

Area/Division					Date		Page	
L.,					A new log shall be star	ted each day, heginn	No of	
					- Triow log criair be clar		mg at over nour	··
Date/Time In	Arrestee's Name (Last	, First, M.I.)		Charge	Transporting Officer's Name	Serial No.	Division/Unit	Watch
Date/Time Out	Tank/Bench	Disposition	Personal Property Dis	position	Arresting Officer's Name	Serial No.	Division/Unit	Watch
2. Are you sick, ill, o	d why you were detained/ r injured? questions or concerns?	arrested? YES	NO For each ch	ecked shaded bo	Same as transporting office ox, explain in Comments.	ег	Miranda R	liahts Invoked
Watch Commander's	Signature				Serial No.	Date and Time of I	nspection/Intervie	w
Date/Time In	Arrestee's Name (Last	First, M.I.)		Charge	Transporting Officer's Name	Serial No.	Division/Unit	Watch
Date/Time Out	Tank/Bench	Disposition	Personal Property Disp	oosition	Arresting Officer's Name	Serial No.	Division/Unit	Watch
2. Are you sick, ill, or		☐ YES	□ NO Comments:	ecked shaded bo	Same as transporting office x, explain in Comments.	er	Miranda R	iahts Invoked
Do you have any q Watch Commander's	uestions or concerns? Signature	YES	□ NO		Serial No.	Date and Time of Ir	nspection/Intervie	w
Date/Time In	Arrestee's Name (Last,	First, M.I.)		Charge	Transporting Officer's Name	Serial No.	Division/Unit	Watch
Date/Time Out	Tank/Bench	Disposition	Personal Property Disp	position	Arresting Officer's Name	Serial No.	Division/Unit	Watch
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Date/Time Out	Tank/Bench	Disposition	Personal Property Disp	osition	Arresting Officer's Name	Serial No.	Division/Unit	Watch
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 Do you understand Are you sick, ill, or Do you have any q 		rrested?	NO For each che NO Comments:	cked shaded box	k, explain in Comments.		Miranda Ri	ahts Invoked
Watch Commander's	Signature				Serial No.	Date and Time of In	spection/Interviev	v
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Date/Time Out	Tank/Bench	Disposition	Personal Property Disp	osition	Arresting Officer's Name	Serial No.	Division/Unit	Watch
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Are you sick, ill, or Do you have any que	uestions or concerns?	rrested? YES YES YES	NO For each chec	cked shaded box	, explain in Comments.		Miranda Ri	
Watch Commander's 5	Signature				Serial No.	Date and Time of In	spection/Interviev	v .

Area/Division:

SECURE JUVENILE DETENTION LOG (Do Not Place Section 5150 WIC Juveniles on this Log)

Date:

Secure Detention Defined: Secure detention occurs when a juvenile is locked in a room, enclosure, and/or to a fixed handcuffing rail or other fixed object which is attached to either the floor or a wall, or to any non-fixed object which is normally used for securing arrestees, while in custody, in a law enforcement facility (this includes police or sheriff's stations that contain a lockup or jail) for any length of time. Page of

release of the juvenile.

Total detention time in Enter information for juvenile placed in secure detention. For the purposes of this log, detention begins when the juvenile enters the law enforcement facility and ends when the juvenile leaves the facility upon being released to a parent or guardian, transferred to a juvenile detention facility, or other release. The on-duty watch commander must review the detention log for accuracy, prior to the

otal detention time inside the police facility must not exceed six (6) hours.	y must not exc	eed six (6) hours.	Entered Facility	Left Facility	Time in Eacility	Dyspon for London English
Juvenile's Name	Female Age	Arrest Charge		Date Time O	Out Hrs. Mins.	Medical Treatment, Booking, Field Investigation, Release
((in a case)					
		or Section 601WIC or Section 5150 WIC)				
Arresting Officer (List Agency, if not LAPD) Serial #	ot LAPD) Serial	# Unit / Watch				
					Hrs. Mins.	<u>-</u>
						TYPE 2. Transfer to detention facility
			To	Total Time in Facility:	S.	(e.g., Juvenile Hall)
Iransporting Officer (List Agency, if not LAPD) Serial #	ot LAPD) Serial	# Unit / Watch				
			Released by:	Serial #	# Released to	
					Officers must mak	Officers must make an attempt to identify the person.
Same as Arresting Officer					Name:	Relationship to Juvenile:
Verifying Officer (List Agency, if not LAPD) Serial #	ot LAPD) Serial	# Unit / Watch	20 Minuto	Timo:		
(Supervises juvenile during detention and ensures separation from adults and other juveniles detained under WIC sections 300 and 601)	tion from		Observations	ā		
	30000		(15 Mins. if juvenile	Serial #:		
			of intoxication by any	7S Time:		
Same as Arresting Officer			substance)	Serial #:		
Watch Commander must ask the following questions: For each checked shaded box, explain in Comments.	questions:	S NO		Time:		
1. Do you understand why you were detained/arrested?				Serial #:		
2. Are you sick, ill or injured?	□"			Time:		
3. Do you have any questions or concerns?				Serial #:		
Watch Commander must address the following (for each checked shaded box, explain in Comments): YES	ving (for each cl	necked shaded box, e	explain in Comments): Y	8	Watch Commander's Signature	Serial No. Date Time of Screening
4. Was the Juvenile advised of the reason for the detention?	he detention?					
5. Was the Juvenile advised of the expected duration of the detention?	iration of the de	tention?		COMMENTS	NTS:	
6. Was the Juvenile advised of the six-hour detention limit?	tention limit?					
7. Was the Juvenile advised of his or her right to make telephone calls? (Two calls within one hour of being taken into custody to either a parent, guardian, responsible relative, or employer, AND one call to an attorney. The third call, if the juvenile elects to do so, shall be within three hours of being taken into custody (arrest)).	o make telephocustody to either third call, if the j	ne calls? 'a parent, guardian, re uvenile elects to do sc	sponsible relative, , shall be within			
8. Is the Juvenile 14 years or older? (Required for Secure Detention - NO EXCEPTIONS)	for Secure Dete	ntion - NO EXCEPTI	ONS)			
9. Is the Juvenile detained under Section 602 WIC? (Required for Secure Detention - NO EXCEPTIONS)	VIC? (Required	for Secure Detention	- NO EXCEPTIONS)		COS MIC ALL THE CO	
10. Does the Juvenile display any outward signs of intoxication by any substance? If YES, 15 minute checks must be completed until resolution of the intoxicated state, or release.	s of intoxication olution of the intoxic	by any substance? ated state, or release.		Section 62:	Section 023 WIC Administration GIVen	IVen Miranda Rights Invoked (if applicable) Wes No No Stranger to be extrined of the interest to be extrined at the interest to be extrined.
11. Is the Juvenile intoxicated/drug impaired to the level where he or she is unable to care for himself or herself? If YES, he/she must receive immediate M.T. and 15 minute checks must be completed upon medical release.	the level where	he or she is unable t checks must be complete	o care for himself or dupon medical release.	Constitution understand	al Rights after being taken in these rights, or if they wish to will be additionable to the wish to the will be added to the will be ad	Constitutional Rights after being taken into custody. It is not necessary to determine if the juveniles understand these rights, or if they wish to waive these rights, unless they are to be interrogated.
09.05.00 (12/16)					de	TO THE JOYNAMIA IN THE GRADIEGO.)

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NON-SECURE JUVENILE DETENTION LOG

Non-Secure Detention Defined: Juveniles under non-secured detention, regardless of age, may be handcuffed behind their back or to a moveable object; e.g., chair, but must not be handcuffed to fixed objects; (e.g., handcuffing rails or benches, or other fixed objects that are attached to either the floor or the wall, or any other non-fixed object normally used for securing arrestees). Juveniles must be under constant in-person observation and supervision. Juveniles in non-secure detention must not be locked in a room, cell or enclosure.

Note: Section 5150 WIC detentions must only be logged on the Non-Secure Juvenile Detention Log. Date: of

release of the juvenile facility upon being released to a parent or guardian, transferred to a juvenile detention facility, or other release. The on-duty watch commander must review the detention log for accuracy, prior to the Enter information for juvenile placed in non-secure detention. For the purposes of this log, detention begins when the juvenile enters the law enforcement facility and ends when the juvenile leaves the

Total detention time inside the police facility must not exceed six (6) hours.

Request for Confidentiality of Information and the Arrest Report Face Sheet will remain the same and will contain the full name and other identifying information of the child victim. written in the name box. Officers must also attach a copy of the Request for Confidentiality of Information, Form 03.02.00, to the respective Non-Secure Juvenile Detention Log. As per current Department policy, the Documentation of Non-Secure Juvenile Detention Log - under Section 300 WIC. Due to the confidential nature of the information contained in police reports for children taken into protective custody under Section 300 WIC, the Non-Secure Juvenile Detention Log, Form 09.06.00, and the investigative Report, Form 03.01.00, must only contain the child's first name, the first initial of the last name, and the word "Confidential"

Section 625 WIC advisement is not required if the juvenile is Mirandized.)	t is not required	C advisement	Section 625 WI			ned in Comments.	nem and explai	we manadate medical heath	1000	09.06.00 (12/16)	였
Constitutional Rights after being taken into custody. It is not necessary to determine if the juveniles understand these rights, or if they wish to waive these rights, unless that one to be intercepted.	ing taken into	Rights after be se rights, or if	Constitutional Founderstand the		care for himself or	he is unable to	here he or s	Is the Juvenile intoxicated/drug impaired to the level where he or she is unable to care for himself or herself? If YES he/she must receive immediate modified to the level where he or she is unable to care for himself or	oxicated/drug	 Is the Juvenile into herself? If YES he 	
Section 625 WIC Admonition Given Miranda Rights Invoked (if applicable) YES UNO YES NO Section 625 WIC requires ALL juveniles in custody for 601 and 602 WIC offenses to be advised of their	vition Given NO LL juveniles in	WIC Admon s "IC requires A	Section 625 WIC Admonition Given YES NO (Section 625 WIC requires ALL juveniles i		sponsible relative, shall be made	e elects to do so	if the juvenil	or employer, AND one call to an attorney. The third call, if the juvenile elects to do so, shall be made within three hours of being taken into custody (arrest)).	one call to an	or employer, AND within three hours	
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				eening	Time of Screening	Date	Serial No.	Se	Signature	Watch Commander's Signature	
								cerns?	estions or co	3. Do you have any questions or concerns?	1
									njured?	Are you sick, ill or injured?	
								detained/arrested?	why you were	1. Do you understand why you were detained/arrested?	
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		y,	COMMENTS:				is:	Watch Commander must ask the following questions:	must ask t	Watch Commande	
Relationship to Juvenile:		Name:							Icer	Same as Allesmy Officer	7 -
Officers must make an attempt to identify the person.	must make	Officers								Samo as A marting Offi	
	ed to	Released to	Serial #		Released by:			מוספו פחופו אינט פכנוטווט)			
3. Other release (e.g., outside agency, hospital)			Total Time In Facility:	otal Time	Т	Unit / Watch	Serial #	(Supervises juvenile during detention and ensures proper separation from adults and other juveniles detention and ensures proper separation from adults and other juveniles detained under other MIC sections.)	ng detention an eniles detained	(Supervises juvenile duri	
								et Agency if pot I ADD)		Verifying Officer	T
TYPE									1		
_	Mins.	품				Unit / Watch	oerial #	(Figure 8 on 5), it flor For 5)			
				i			2	st Agency if not I ADD)		Transporting Officer	1
						Unit / Watch	Serial #	(List Agency, if not LAPD)	Œ.	Arresting Officer	
						150 WIC/	Section 5150 WIC/				_
medical inequient, booking, rield investigation, Rejease	i i			4		01 WIC / 02 WIC /	Section 601 WIC / Section 602 WIC /				
Modical Transfer Destrict Trials of College	Mine	E A	Time Out	Date	Date Time In	00 WIC /	Section 300 WIC			(Least 1 Hot Mill)	
Reason for Leaving Facility	Time in Facility	Time in	Left Facility	Left	Entered Facility	Arrest Charge	Агге	Female Age	Male	Juvenile's Name	